

EASTHAM PUBLIC LIBRARY
TRUSTEES MEETING Wednesday, December 21, 2017

CALL TO ORDER: The meeting was called to order at 9:02 a.m.

MEMBERS: David Payor, Mary Shaw, Deb DeJonker-Berry, Sharon Krause
Guests: Al Alfano, Mimi Ace

NEW BUSINESS:

Cleaning services:

S.J. Services, Inc is the company contracted to clean the building. Deb has asked for something in writing for the Trustees to approve. Services from November through June 30th would cost \$17,000. There is no money in our budget for it currently. Yearly cost would be \$30,000. Currently, the cleaners come in 5 days and seem to be doing a good job. To date, Deb has not seen a contract. **Motion:** The Trustees approve payment of **up to** \$17,000, the cost of cleaning the library through this fiscal year, with the understanding that the cost will be born by the town starting the next fiscal year and that we receive and review the contract. Money will come from Trustee's interest account. Motion was unanimously approved.

Landscaping:

Dave and Deb met with the Gibsons, Mark and Mary Jane. They approve the taking of three trees on the east side, which threaten the building. The distance negates having to deal with the Conservation Commission. In return they want 3 trees planted for those taken out. Mary Jane is worried about land-taking by the library and Dave seeks to have Judy Sebastian's help to reassure her. Dave will send a letter to the Hurds, who own the property to the west. Neil Andres will contract to do the work, once Dave receives permission from the Hurds. Again, the question arises as to who pays, the library or the town? Cost should be approximately \$600 and will come out of the Trustee's interest account. Neil Andres, DPW, will arrange to have the trees taken down soon, order the new ones and arrange for the planting.

Motion: The Trustees authorize the expenditure of **up to** \$1,000 as a final accommodation to our neighbor's property..

Dave will send a letter thanking the Gibsons for meeting, giving information on the agreement and process for removal and planting, asking for a signature of acknowledgement.

Dave spoke to having the Pond Neighbors come for a meeting, hopefully in January for a final discussion before going to Conservation. Ponderosa will make the presentation to the Commission. We will have a 3-stage process for the trimming and removal. We will draw up a timeline outlining the procedure and timing of the work.

Dedication: Sharon reported that things are moving along with the planning. Deb would like staging/rehearsals of speeches, movement/placement, etc. to take place up to 3 weeks prior to the celebration. The committee is working on an agenda,

schedule and calendar of events. ELBFI is working on having a special time for the donors to take place on Friday, February 3rd, from 4-6p.m. This will be an opportunity to present a summary of money uses, future of the building, tours tied in with movie to be played that evening; donor gifts are still being discussed. Deb has placed a calendar of events on the library website through EventKeeper.

Deb has been reimbursed for some major expenses. She has a list going for wants and needs.

Deb has confirmed that the library has received a town-wide assessment grant from the MBLC. She would like to see if the PenPals could come and rake leaves and clean up the property.

The trustees will begin to keep an organized list of library/town responsibilities, budget items, etc for the new town administrator.

The meeting was adjourned at 10:02 a.m.

Next regular Trustee meeting is Saturday, January 7th, 2017 at 9 a.m.

Respectfully submitted,
Sharon Krause (for Norma Marcellino)